



**VIRGIN ISLANDS NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4031 LA GRANDE PRINCESSE, LOT 1B  
CHRISTIANSTED, VI 00820-4353**



**TECHNICIAN VACANCY ANNOUNCEMENT # 24-11**

**Position Title:** Production Controller  
**Open Date:** 22 September 2011  
**Closing Date:** 6 October 2011  
**Series/Grade:** GS-1152-09  
**Salary Range:** \$45,487 to \$ 59,128 (plus Cola of 17.23%)  
**Type of Appointment:** Excepted  
**Military Grade Required:** E-4 to E-8  
**Compatible MOS:** 92A/F/Y/Z  
**Duty Location:** CSMS  
**Selecting Official:** CW3 Mervin Mills  
**Area of Consideration:** Virgin Islands Army and Air National Guard Members

**Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.**

**Position Duties**

This position is located in the State, Logistics Directorate (J-4/G-4), Combined Surface Maintenance Shop. The purpose of this position is to perform maintenance production management, to achieve or maintain desired production levels, to serve as an equipment readiness expert for units supported by the facility, and to provide technical guidance and oversight to a lower-graded Production Controller. Establishes plans and schedules for maintenance and repair, using multiple process production methods and procedures for a variety of vehicles and equipment such as combat vehicles, heavy-duty engineering and mobile equipment, tracked vehicles, towed and self-propelled artillery, communications and electronic equipment, guided missile systems, and small arms. Ensures Modified Table of Organization and Equipment (MTO&E) or Table of Distribution and Allowances (TDA) reportable Line Item Numbers (LIN) are properly managed, reported and accounted for with respect to readiness reports, property accountability reports, and system management. Programs workload, shop space, and available personnel on a short and long-term basis. Ensures that unit Class 9 (CL IX) accounts are funded, budgeted, and executed to maximize readiness. Designates and maintains current maintenance priorities by Force Activity Designator, pacing items, Equipment Readiness Codes (ERC) A, B, and C equipment type, available funds, commander's priority, state/national priorities (in the case of floods, fires, and mobilizations), and unit supported. Analyzes repair methods and develops control procedures and policies to assure accomplishment of programs to meet priorities and deadlines established by higher authority or support activities. Provides technical guidance and oversight to a lower-graded Production Controller. Performs other duties as assigned.

**Qualification Requirements**

**General Experience:** Experience, education or training which indicates the candidate can reason in quantitative terms, communicate orally and in writing in a clear and concise manner, understanding the terminology and data pertaining to repair operations and process characteristics of the production activity.

**Specialized Experience:** Must have at least 24 months experience, education or training preparing job or work orders; scheduling various phases of projects into the production facility; following up to see if work is progressing as planned and arranging for adjustments in materials, machine processes, and work sequencing allowing for changes. Experience with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.

**Knowledge, Skills and Abilities (KSAs):** Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Practical knowledge of production control procedures and operations sufficient to collect, compile, correlate, and maintain production data.
- Comprehensive knowledge of supply procedures, maintenance operations and equipment reporting, policies, regulations, and procedures governing operations to program workload, shop space, and available personnel on a short and long-term basis.
- Comprehensive knowledge of production control, maintenance and supply procedures, management systems, policies, regulations and procedures governing production operations to carry out work.
- Practical knowledge of CL IX operations, procedures, and procurement processes to include IMAP funding and execution processes. Ability to effectively budget CL IX funds for each supported unit to maximize equipment readiness.
- Knowledge of various types of equipment and capabilities which general purpose machine repairs and special grades shops are capable of performing.
- General knowledge of equipment, such as, combat vehicles, armored personnel carriers, towed and self propelled artillery, engineer and power generating equipment, tactical vehicles, etc., to correct and analyze a variety of routine production data and processes, prepare production schedules, prepare reporting data, etc.
- Knowledge of current automation support programs to input data, provide status of equipment, monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.
- Working knowledge of unit readiness, equipment-reporting requirements, reportable systems management as prescribed by the current regulation. Ability to use current automation programs to produce readiness reports with a high degree of accuracy.

### **Condition of Employment**

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment

**THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

### **Application Instructions**

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

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You application package **must** have these documents to be considered:

Optional Form 612 **or** Resume  
Non-flagging Memorandum

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Deliver or mail your complete application to:

Virgin Islands National Guard  
Joint Force Headquarters  
ATTN: HRO - SSG Zera J. Louis  
4031 La Grande Princess Lot 1B  
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.

  
KAI A. SCHIANG  
LTC, GS  
Human Resources Officer

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## INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION

- (1) Announcement number, title, and grade of the job you are applying for.
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B. PERSONAL INFORMATION

- (1) Full name, mailing address and a telephone number.
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C. EDUCATION

- (1) High School – where and when (date) you earned diploma or GED.
  - (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.
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D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job you are applying for (do not submit job descriptions).

- (1) Job title, series, and grade if you occupy a Federal job.
- (2) Duties to include additional duties and accomplishments.
- (3) Employers name and address.
- (4) Supervisor's name and telephone number.
- (5) Starting and ending dates including month and year.
- (6) Hours worked per week and salary.
- (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS

- (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
- (2) Current job related licenses.
- (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
- (4) Job related training courses (title and dates).

F. CERTIFICATION:

- (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**